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Knowledge Sharing Session

IDENTIFY AND CORRECT NET MONTH NEGATIVE EXPENSES

Army MEPRS Program Office (AMPO)

26 May 2016
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OVERVIEW



Overview

- **Overview**
 - **How to identify and correct negative month net expenses**
- **Purpose**
 - **These corrections will lower Free Receipts if they are a net month expense**
 - **Affects the MTF's Direct Expenses**
 - **Will reflect how the MTFs operates more efficiently**
 - **Affects Medicare Eligible Retiree Healthcare Fund (MERHCF) funding**
- **Corrective Action**
 - **Identify net month negative expenses using the Direct Expense Accepted Report (DEAR)**
 - **Refresh the Dir Exp - EAS Data Report**
 - **Adjust financial data records**
 - **Re-Calculate Free Receipts in all Data Months previous and current**
 - **Re-Allocate and Re-Transmit all Data Months in sequence**



CAUSES

Negative net month expenses:

- **Caused by GFEBS YTD expense data that is greater in previous month than in current month.**
 - Negative Net Month expense data may be a budget adjustment to previously reported YTD expense.
 - Negative Net Month expenses reported in Ancillary (D) and Overhead/Support (E) accounts get allocated to benefitting work centers during allocation process.
- **Causes incorrect cost data within the Providing (D & E) accounts and benefitting work centers.**
- **Incorrect adjustments made in a previous month by manual adjustments.**



CAUSES

DMLSS Negative net month expenses examples:

- **Example 1:**

When a workcenter purchases 10 items but returns 3. In DMLSS the return

items are not applied to the original cost collector or applied to a cost collector that has cost, thereby creating a negative expense.

- **Example 2:**

Equipment/Supplies turn-in: When a facility or workcenter is closed turning

in of equipment or supplies hit your books it creates a credit obligation, expense, and disbursement. In some instances the credit is received in a Cost Center that does not have funding in the current year. Verify with Budget where the negative amount is before subtracting the negative expense in prior year and zeroing out in current net month.



OVERVIEW

Negative expenses related to Budget Cost Transfers:

- The Budget officer must provide a list of cost transfers when moving expenses from one MEPRS FCC to another.
- This involves transfer of expenses from one Cost Collector (Cost Center or WBS) to another with a different Attribute 3 (MEPRS FCC).



OVERVIEW

Negative expenses related to Budget Adjustments:

- **The Budget Office must provide a list of Budget Adjustments when the expense is adjusted to account for a reimbursement or when the expense is adjusted to reflect the correct expense.**
- **This involves adjustment of expenses within the same Cost Collector (Cost Center or WBS).**
- **This is visible when comparing the GFEBS Status of Funds (SOF) of the current month to the GFEBS SOF of the previous month; subtract the previous month's YTD expense from the current month's YTD expense.**



OVERVIEW

Negative net month expenses related to MEPRS FCC deactivations:

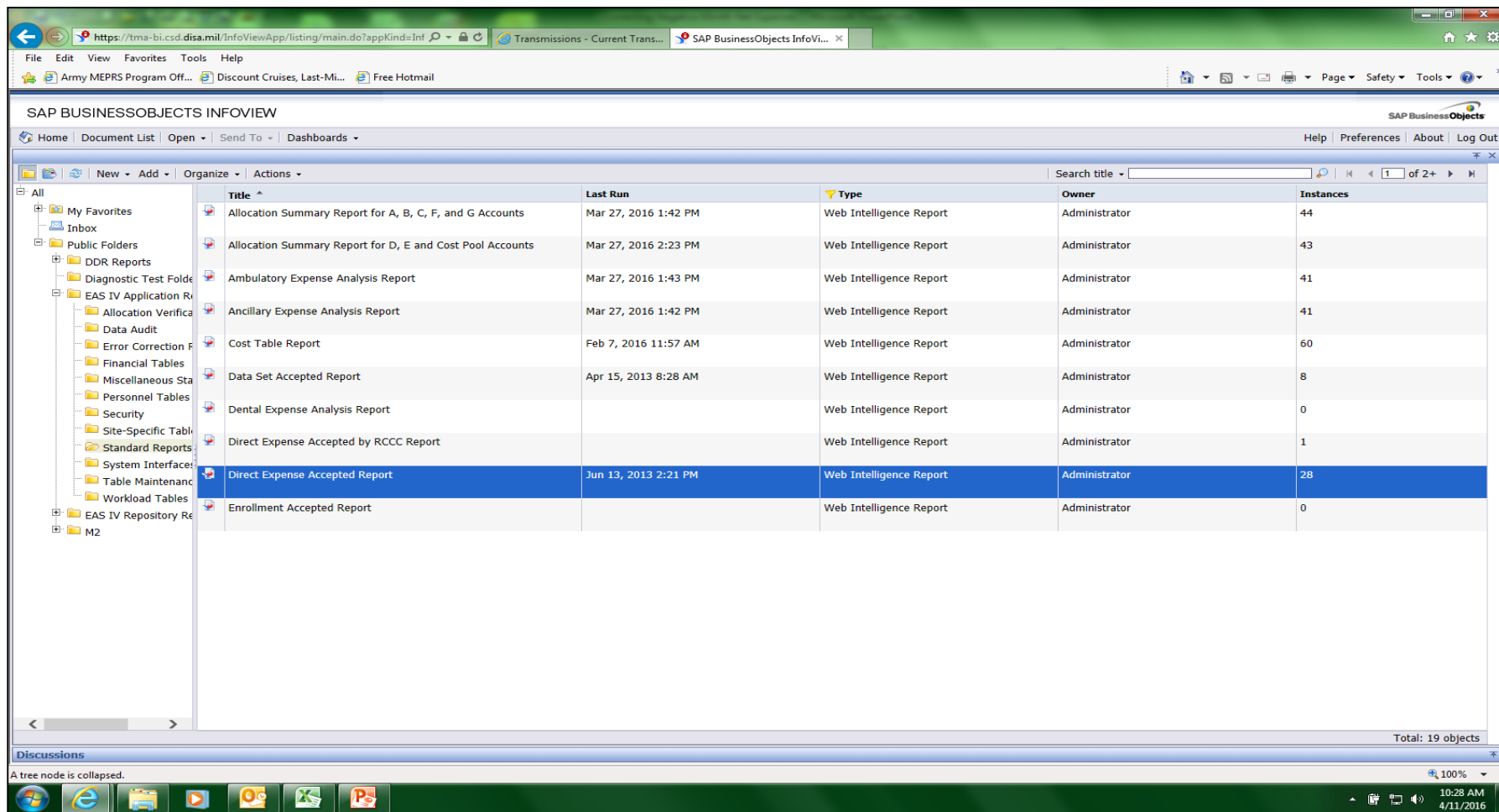
- **Identified with the EAS E0011 Error;** *“YTD expenses <#> and YTD obligations <#> were received last month for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*>, but were not received for month <*> of FY <*>”.*
- **Indicates an expense record exists for this FCC for the previous month but an expense record was not received for the current month.**
- **Occurs when Budget ceases use of a Cost Collector (Cost Center or WBS) and begins using a newly created Cost Collector with a new Attribute 3 (MEPRS FCC) or a previously created Cost Collector with a new Attribute 3 (MEPRS FCC).**

IDENTIFYING NEGATIVE EXPENSES

PULLING THE DEAR & FILTER QUERY RESULTS

IDENTIFYING NEGATIVE EXPENSE RECORDS

- Refresh Direct Expense Accepted Report (DEAR) for current month.



The screenshot shows the SAP BusinessObjects InfoView interface. The left sidebar displays a folder tree with 'Standard Reports' expanded. The main table lists various reports with columns for Title, Last Run, Type, Owner, and Instances. The 'Direct Expense Accepted Report' is highlighted in blue.

Title	Last Run	Type	Owner	Instances
Allocation Summary Report for A, B, C, F, and G Accounts	Mar 27, 2016 1:42 PM	Web Intelligence Report	Administrator	44
Allocation Summary Report for D, E and Cost Pool Accounts	Mar 27, 2016 2:23 PM	Web Intelligence Report	Administrator	43
Ambulatory Expense Analysis Report	Mar 27, 2016 1:43 PM	Web Intelligence Report	Administrator	41
Ancillary Expense Analysis Report	Mar 27, 2016 1:42 PM	Web Intelligence Report	Administrator	41
Cost Table Report	Feb 7, 2016 11:57 AM	Web Intelligence Report	Administrator	60
Data Set Accepted Report	Apr 15, 2013 8:28 AM	Web Intelligence Report	Administrator	8
Dental Expense Analysis Report		Web Intelligence Report	Administrator	0
Direct Expense Accepted by RCCC Report		Web Intelligence Report	Administrator	1
Direct Expense Accepted Report	Jun 13, 2013 2:21 PM	Web Intelligence Report	Administrator	28
Enrollment Accepted Report		Web Intelligence Report	Administrator	0

Total: 19 objects



IDENTIFYING NEGATIVE EXPENSE RECORDS

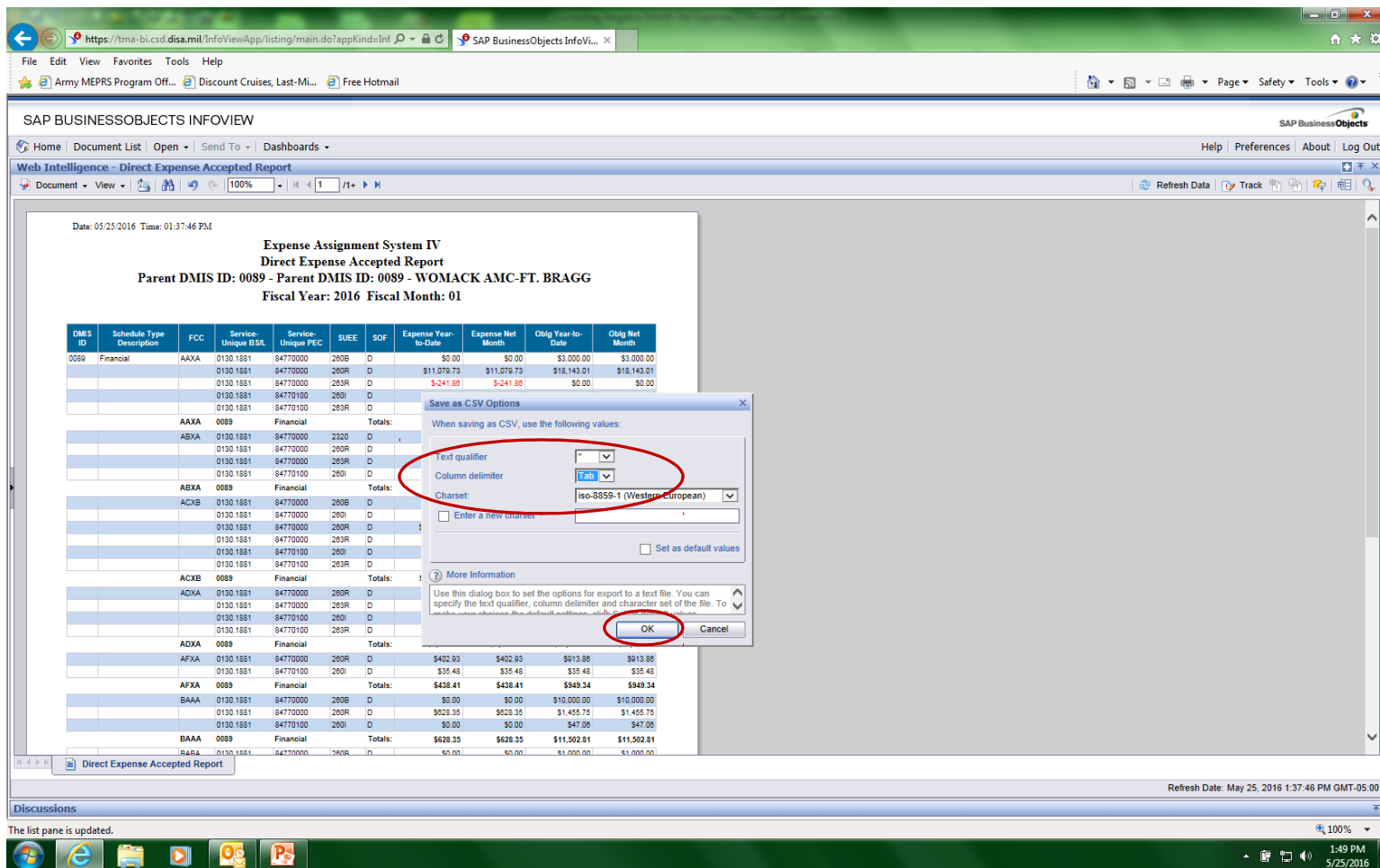
- Export refreshed DEAR report as a CSV (with options) file

The screenshot displays the SAP BusinessObjects InfoView interface. The main window shows a 'Direct Expense Accepted Report' for 'WOMACK AMC-FT. BRAGG' for 'Fiscal Month: 01'. The report is a table with columns for 'DMIS ID', 'Schedule Type Description', 'AAXA', '1130 1881', '84770000', '260B', 'D', 'Expense Year-to-Date', 'Expense Net Month', 'Oblig Year-to-Date', and 'Oblig Net Month'. The table contains multiple rows of data, including totals for various categories like 'AAXA', 'ABXA', 'ACXB', 'ADXA', 'ADXA', 'AFXA', 'BAAA', and 'BAAA'. A file menu is open, showing options like 'Close', 'Save as', 'Save to my computer as', 'Save report to my computer as', 'Excel', 'Excel 2007', 'PDF', 'CSV', and 'CSV (with options)...'. The 'CSV (with options)...' option is highlighted with a red circle.

DMIS ID	Schedule Type Description	AAXA	1130 1881	84770000	260B	D	Expense Year-to-Date	Expense Net Month	Oblig Year-to-Date	Oblig Net Month
0089	Financial	AAXA	1130 1881	84770000	260B	D	\$0.00	\$0.00	\$3,000.00	\$3,000.00
			0130 1881	84770000	260R	D	\$11,079.73	\$11,079.73	\$18,143.01	\$18,143.01
			0130 1881	84770000	263R	D	\$-241.88	\$-241.88	\$0.00	\$0.00
			0130 1881	84770100	260I	D	\$710.16	\$710.16	\$600.82	\$600.82
			0130 1881	84770100	263R	D	\$-1.25	\$-1.25	\$0.00	\$0.00
		AAXA	0089	Financial	Totals:		\$11,546.78	\$11,546.78	\$21,743.83	\$21,743.83
		ABXA	0130 1881	84770000	2320	D	\$3,158.54	\$3,158.54	\$0.00	\$0.00
			0130 1881	84770000	260R	D	\$12,524.46	\$12,524.46	\$15,782.94	\$15,782.94
			0130 1881	84770000	263R	D	\$-218.07	\$-218.07	\$0.00	\$0.00
			0130 1881	84770100	260I	D	\$1,367.74	\$1,367.74	\$1,280.32	\$1,280.32
		ABXA	0089	Financial	Totals:		\$16,832.67	\$16,832.67	\$17,043.26	\$17,043.26
		ACXB	0130 1881	84770000	260B	D	\$0.00	\$0.00	\$5,000.00	\$5,000.00
			0130 1881	84770000	260I	D	\$-40.80	\$-40.80	\$0.00	\$0.00
			0130 1881	84770000	263R	D	\$103,239.60	\$103,239.60	\$98,980.99	\$98,980.99
			0130 1881	84770000	263R	D	\$-730.53	\$-730.53	\$0.00	\$0.00
			0130 1881	84770100	260I	D	\$1,874.85	\$1,874.85	\$1,832.42	\$1,832.42
			0130 1881	84770100	263R	D	\$-12.54	\$-12.54	\$0.00	\$0.00
		ACXB	0089	Financial	Totals:		\$104,330.58	\$104,330.58	\$103,593.41	\$103,593.41
		ADXA	0130 1881	84770000	260R	D	\$2,900.80	\$2,900.80	\$17,828.48	\$17,828.48
			0130 1881	84770000	263R	D	\$-148.30	\$-148.30	\$0.00	\$0.00
			0130 1881	84770100	260I	D	\$0.00	\$0.00	\$65.06	\$65.06
			0130 1881	84770100	263R	D	\$-5.91	\$-5.91	\$0.00	\$0.00
		ADXA	0089	Financial	Totals:		\$2,748.59	\$2,748.59	\$17,893.54	\$17,893.54
		AFXA	0130 1881	84770000	260R	D	\$402.63	\$402.63	\$913.36	\$913.36
			0130 1881	84770100	260I	D	\$35.42	\$35.42	\$35.42	\$35.42
		AFXA	0089	Financial	Totals:		\$438.41	\$438.41	\$948.78	\$948.78
		BAAA	0130 1881	84770000	260B	D	\$0.00	\$0.00	\$10,000.00	\$10,000.00
			0130 1881	84770000	260R	D	\$628.35	\$628.35	\$1,455.75	\$1,455.75
			0130 1881	84770100	260I	D	\$0.00	\$0.00	\$47.06	\$47.06
		BAAA	0089	Financial	Totals:		\$628.35	\$628.35	\$11,502.81	\$11,502.81
		BAAA	0130 1881	84770000	260R	D	\$0.00	\$0.00	\$1,000.00	\$1,000.00

IDENTIFYING NEGATIVE EXPENSE RECORDS

- In the “Save as CSV Options” popup window, change the Column delimiter to “Tab”
- Select “OK”



The screenshot shows the SAP BusinessObjects InfoView interface. The main window displays a table titled "Expense Assignment System IV Direct Expense Accepted Report" with columns for DMIS ID, Schedule Type, FCC, Service-Unique BSL, Service-Unique PEC, SUBE, SOF, Expense Year-to-Date, Expense Net Month, Oblg Year-to-Date, and Oblg Net Month. The table contains multiple rows of data, including negative values in the Expense Net Month column.

A "Save as CSV Options" dialog box is open, showing the following settings:

- Text qualifier: (empty)
- Column delimiter: Tab
- Charset: iso-8859-1 (Western European)
- Enter a new charset: (empty)
- Set as default values: (unchecked)

The "OK" button is highlighted in the dialog box.



IDENTIFYING NEGATIVE EXPENSE RECORDS

- Export refreshed DEAR report as a text file; Select “Save” in the

Expense Assignment System IV
Direct Expense Accepted Report
Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. BRAGG
Fiscal Year: 2016 Fiscal Month: 01

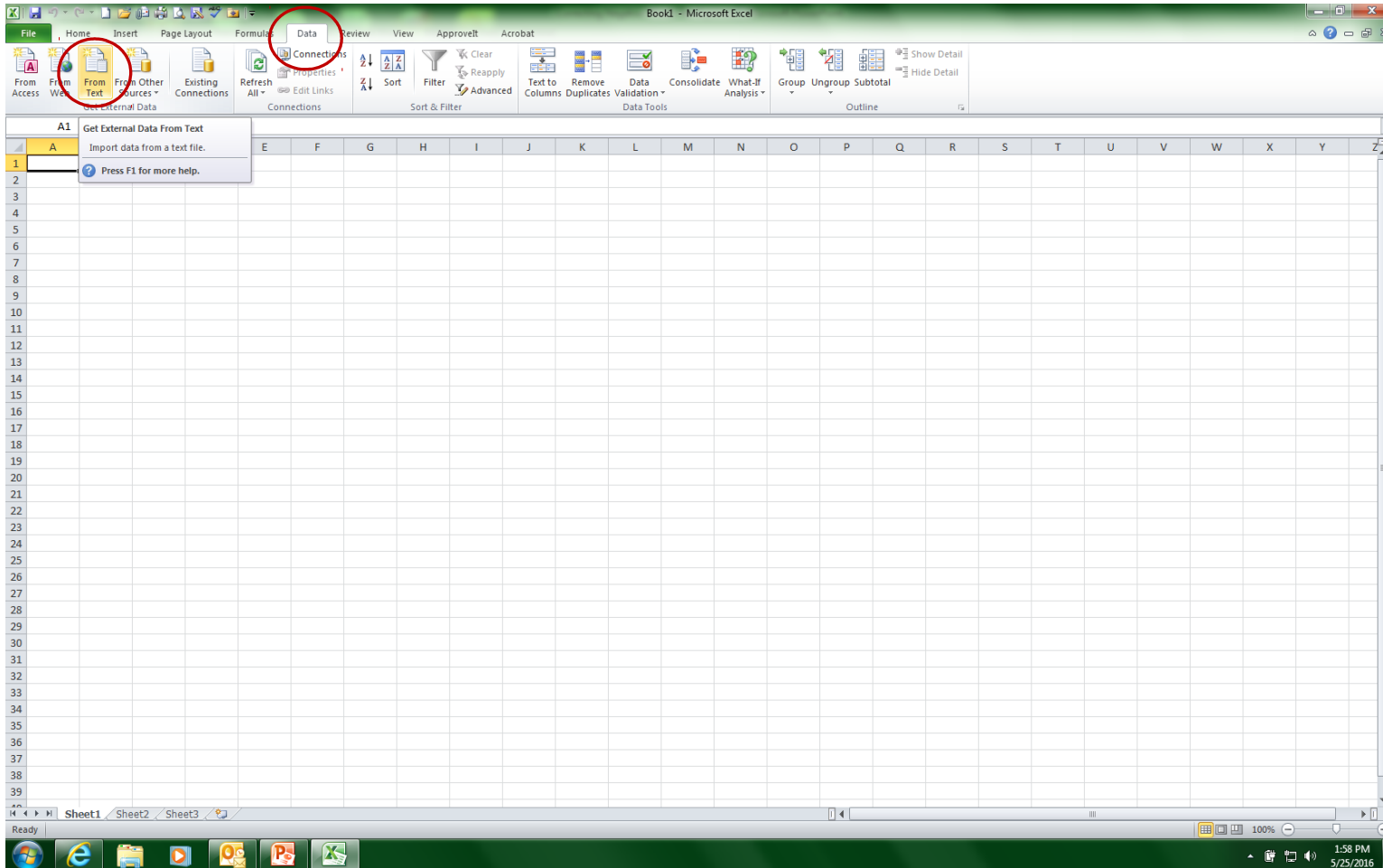
DMIS ID	Schedule Type Description	FCC	Service-Unique BSL	Service-Unique PEC	SUEE	SOF	Expense Year-to-Date	Expense Net Month	Oblig Year-to-Date	Oblig Net Month
0089	Financial	AAXA	0130 1881	84770000	280B	D	\$0.00	\$0.00	\$3,000.00	\$3,000.00
			0130 1881	84770000	280R	D	\$11,079.73	\$11,079.73	\$18,143.01	\$18,143.01
			0130 1881	84770000	283R	D	\$-241.68	\$-241.68	\$0.00	\$0.00
			0130 1881	84770100	280I	D	\$710.16	\$710.16	\$600.82	\$600.82
			0130 1881	84770100	283R	D	\$-1.25	\$-1.25	\$0.00	\$0.00
		AAXA	0089	Financial	Totals:		\$11,546.78	\$11,546.78	\$21,743.83	\$21,743.83
		ABXA	0130 1881	84770000	2320	D	\$3,158.54	\$3,158.54	\$0.00	\$0.00
			0130 1881	84770000	280R	D	\$12,524.46	\$12,524.46	\$15,782.64	\$15,782.64
			0130 1881	84770000	283R	D	\$-219.07	\$-219.07	\$0.00	\$0.00
			0130 1881	84770100	280I	D	\$1,367.74	\$1,367.74	\$1,200.32	\$1,200.32
		ABXA	0089	Financial	Totals:		\$16,832.67	\$16,832.67	\$17,043.26	\$17,043.26
		ACXB	0130 1881	84770000	280B	D	\$0.00	\$0.00	\$5,000.00	\$5,000.00
			0130 1881	84770000	280I	D	\$-40.80	\$-40.80	\$0.00	\$0.00
			0130 1881	84770000	280R	D	\$103,239.80	\$103,239.80	\$68,960.99	\$68,960.99
			0130 1881	84770000	283R	D	\$-730.53	\$-730.53	\$0.00	\$0.00
			0130 1881	84770100	280I	D	\$1,874.85	\$1,874.85	\$1,832.42	\$1,832.42
			0130 1881	84770100	283R	D	\$-12.54	\$-12.54	\$0.00	\$0.00
		ACXB	0089	Financial	Totals:		\$104,330.58	\$104,330.58	\$103,593.41	\$103,593.41
		ADXA	0130 1881	84770000	280R	D	\$2,000.80	\$2,000.80	\$17,828.48	\$17,828.48
			0130 1881	84770000	283R	D	\$-149.30	\$-149.30	\$0.00	\$0.00
			0130 1881	84770100	280I	D	\$0.00	\$0.00	\$65.06	\$65.06
			0130 1881	84770100	283R	D	\$-5.91	\$-5.91	\$0.00	\$0.00
		ADXA	0089	Financial	Totals:		\$2,746.59	\$2,746.59	\$17,893.54	\$17,893.54
		AFXA	0130 1881	84770000	280R	D	\$402.69	\$402.69	\$913.36	\$913.36
			0130 1881	84770100	280I	D	\$35.42	\$35.42	\$35.42	\$35.42
		AFXA	0089	Financial	Totals:		\$438.41	\$438.41	\$948.34	\$948.34
		BAAX	0130 1881	84770000	280B	D	\$0.00	\$0.00	\$10,000.00	\$10,000.00
			0130 1881	84770000	280R	D	\$628.35	\$628.35	\$1,455.75	\$1,455.75
			0130 1881	84770100	280I	D	\$0.00	\$0.00	\$47.06	\$47.06
		BAAX	0089	Financial	Totals:		\$628.35	\$628.35	\$11,502.81	\$11,502.81
		BARA	0130 1881	84770000	280R	D	\$0.00	\$0.00	\$1,000.00	\$1,000.00

Do you want to open or save Direct Expense Accepted Report.csv from tma-bi.csd.disa.mil?

Open Save Cancel

IDENTIFYING NEGATIVE EXPENSE RECORDS

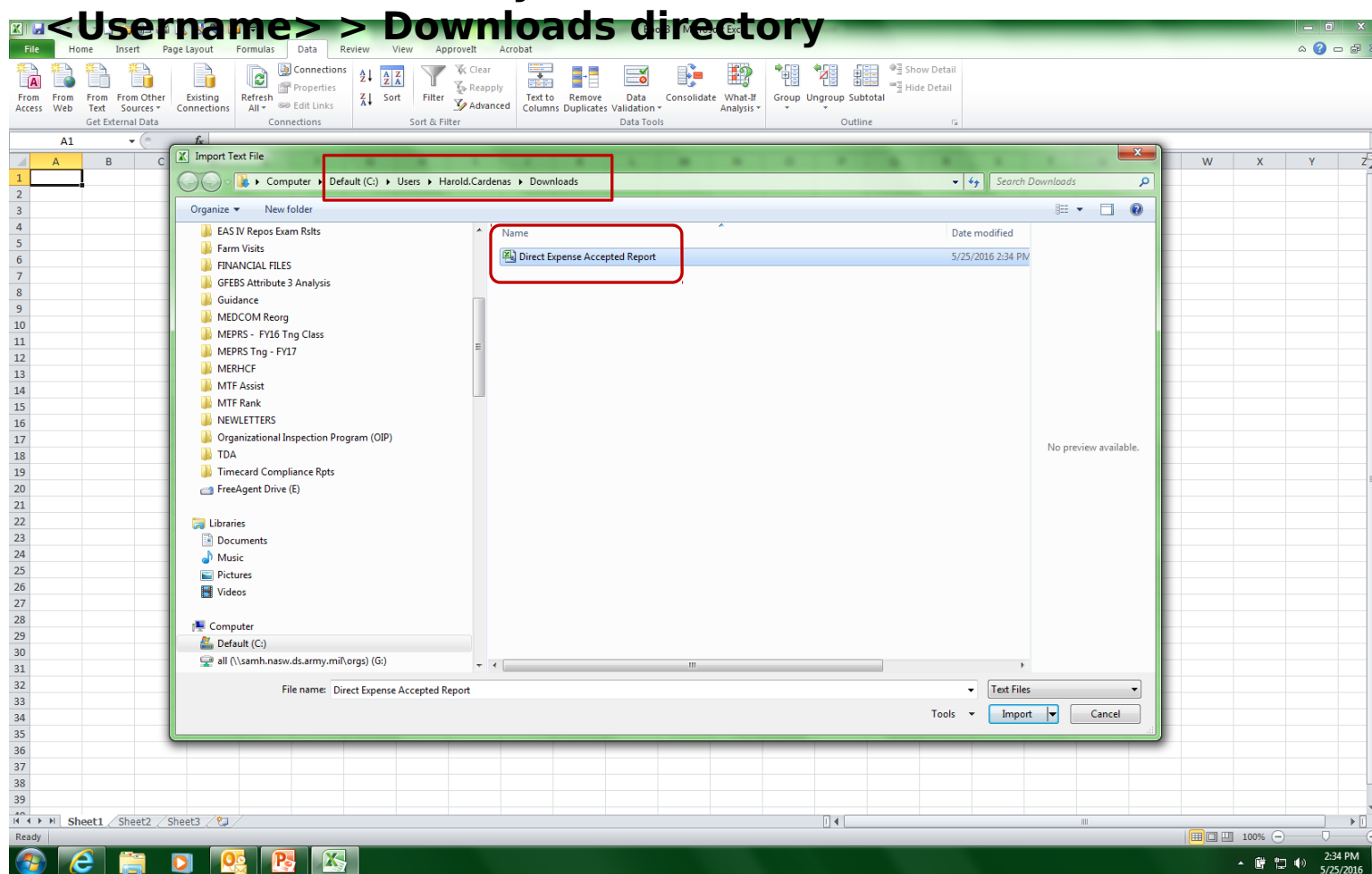
- Open a new Excel document; prepare to import the exported DEAR
- Select “From Text”, located in the “Data” tab menu



IDENTIFYING NEGATIVE EXPENSE RECORDS

- Select “Direct Expense Accepted Report”, located in the “Downloads” directory of the default C drive > Users >

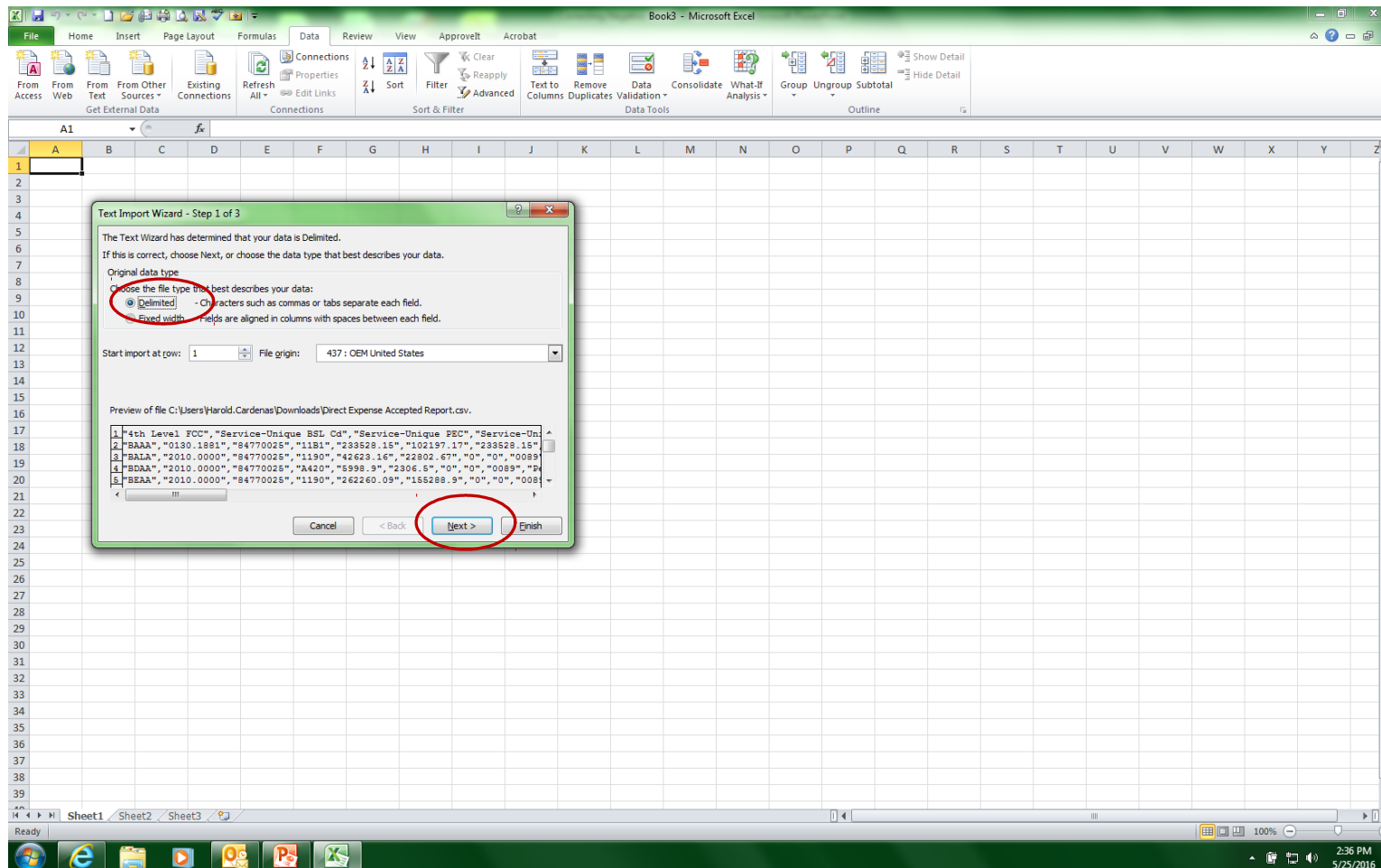
<Username> > Downloads directory



The screenshot shows an Excel spreadsheet with the 'Import Text File' dialog box open. The dialog box displays the file path 'Default (C:) > Users > Harold.Cardenas > Downloads'. The file 'Direct Expense Accepted Report' is selected and highlighted with a red box. The file name 'Direct Expense Accepted Report' is also highlighted in the 'File name' field at the bottom of the dialog box. The dialog box also shows a list of other files in the directory, including 'EAS IV Repos Exam Rpts', 'Farm Visits', 'FINANCIAL FILES', 'GFEBs Attribute 3 Analysis', 'Guidance', 'MEDCOM Reorg', 'MEPRS - FY16 Tng Class', 'MEPRS Tng - FY17', 'MERHCF', 'MTF Assist', 'MTF Rank', 'NEWLETTERS', 'Organizational Inspection Program (OIP)', 'TDA', 'Timecard Compliance Rpts', and 'FreeAgent Drive (E)'. The 'File name' field at the bottom of the dialog box is set to 'Direct Expense Accepted Report'.

IDENTIFYING NEGATIVE EXPENSE RECORDS

- Ensure “Delimited” radio button is selected in the “Text Import Wizard - Step 1 of 3” window
- Click the “Next” button



Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:
☒ Delimited - Characters such as commas or tabs separate each field.
☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

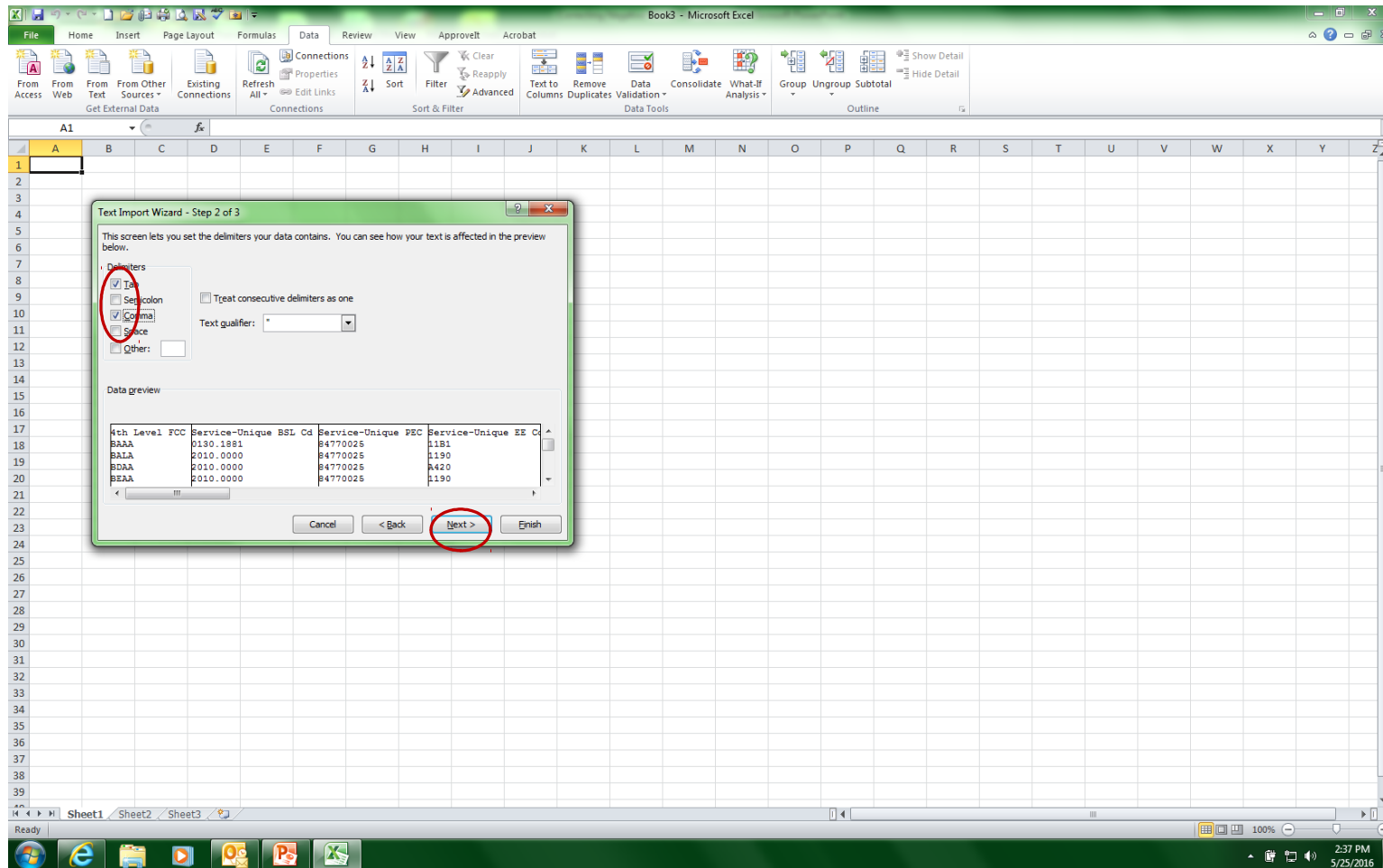
Preview of file C:\Users\Harold.Cardenas\Downloads\Direct Expense Accepted Report.csv.

1	4th Level FCO	Service-Unique SSL Cd	Service-Unique PEC	Service-Unique
2	BAAA	"0130.1881"	"84770025"	"1181"
3	BAAA	"2010.0000"	"84770025"	"1190"
4	BAAA	"2010.0000"	"84770025"	"1190"
5	BAAA	"2010.0000"	"84770025"	"1190"

Cancel < Back Next > Finish

IDENTIFYING NEGATIVE EXPENSE RECORDS

- Ensure “Tab” and “Comma” is selected in the “Text Import Wizard - Step 2 of 3” window
- Click the “Next” button



Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab
☐ Semicolon
☒ Comma
☐ Space
☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

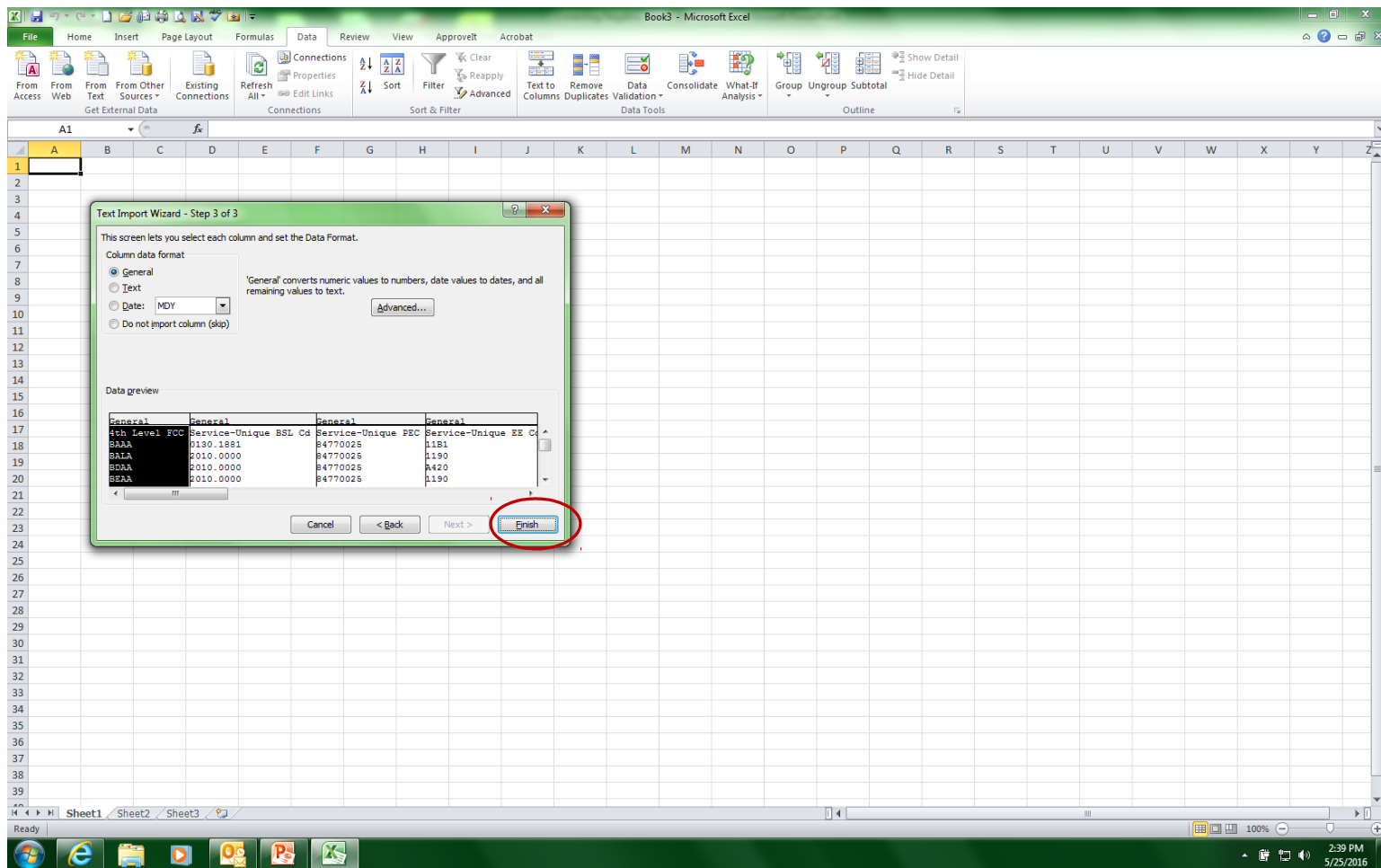
Data preview

Hth Level	FCC	Service-Unique BSL Cd	Service-Unique PEC	Service-Unique EE Cd
AAAA	0130.1981	B4770025	B181	
AAAA	2010.0000	B4770025	B190	
BDAA	2010.0000	B4770025	B420	
BEAA	2010.0000	B4770025	B190	

Buttons: Cancel, < Back, **Next >**, Finish

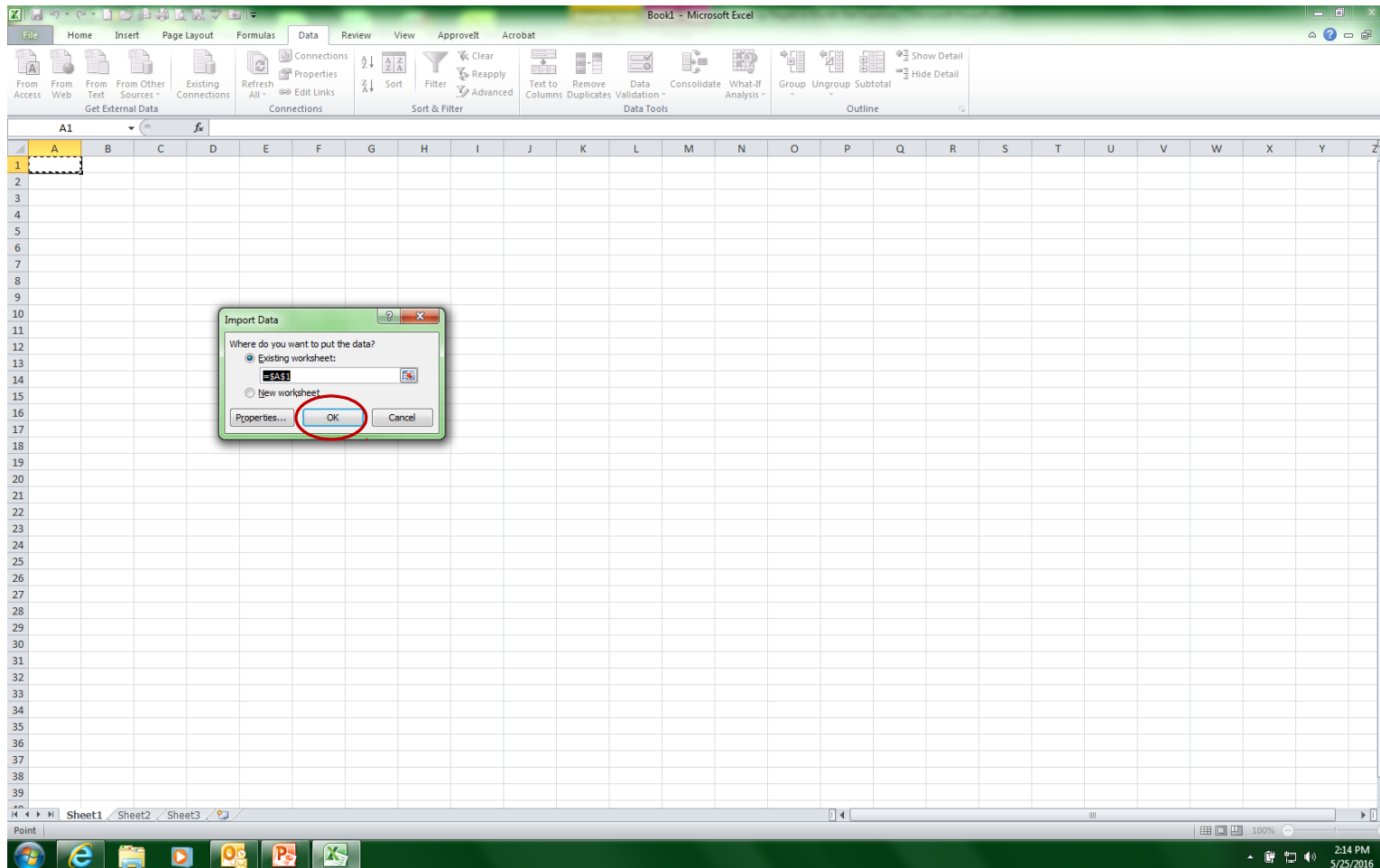
IDENTIFYING NEGATIVE EXPENSE RECORDS

- Click the “Finish” button in the “Text Import Wizard - Step 3 of 3” window



IDENTIFYING NEGATIVE EXPENSE RECORDS

- Click the “OK” button in the “Import Data” window





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IDENTIFYING NEGATIVE EXPENSE RECORDS

- Data is imported into Excel with appropriate columns

Book3 - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K
	4th Level FCC	Service-Unique BSL Cd	Service-Unique PEC	Service-Unique EE Cd	Expense Year-to-Date	Expense Net Month	Oblg Year-to-Date	Oblg Net Month	DMIS ID	Schedule Type Description	Parent DMIS ID w Desc For Titles
1	BAAA	130.1881	84770025	11B1	233528.15	102197.17	233528.15	102197.17	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
2	BALA	2010	84770025	1190	42623.16	22802.67	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
3	BDAA	2010	84770025	A420	5998.9	2306.5	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
4	BEAA	2010	84770025	1190	262260.09	155288.9	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
5	BEAA	2010	84770025	A420	38368.8	21855.26	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
6	DGEG	2010	84770037	1190	9128.51	8067.81	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
7	EBBJ	0130.FREE	84770051	111F	128.78	128.78	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
8	FBBP	2010	84770051	1190	240.33	176.24	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
9	BHCP	130.1881	84770025	11B1	23500.01	10642.29	23500.01	10642.29	6034 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
10	DAAP	130.1881	84770031	11B1	80534.07	35982.46	80534.07	35982.46	6034 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
11	BGZC	130.1881	84770025	11B1	262254.92	129357.24	262254.92	129357.24	6107 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
12	BGZR	2010	84770025	A420	6747.74	4367.35	0	0	7143 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
13	BGVZ	130.1881	84770025	11B1	169553.49	88165.18	169553.49	88165.18	7294 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
14	BGZZ	2070	84770025	119A	25.21	25.21	0	0	7294 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
15	ADXA	2010	84770012	1190	50402.91	26314.71	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
16	BAKT	0130.FREE	84770025	41FR	0	0	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
17	BPGA	2010	84770025	1190	63766.74	32022.66	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
18	BBIA	130.1881	84770025	11B1	168092.61	80617.21	168092.61	80617.21	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
19	DDEA	130.1881	84770034	11B1	20202.9	4413.03	20202.9	4413.03	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
20	EBAA	0130.FREE	84770051	111F	2128.04	2128.04	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
21	EBDC	130.1881	84770051	11B1	122781.9	60167.58	122781.9	60167.58	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
22	ELAA	130.1881	84770051	11B1	223510.82	101945.87	223510.82	101945.87	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
23	FAHA	2010	84771418	1190	21078.39	9057.52	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
24	BGZA	130.1881	84770025	11B1	131679.45	58648.68	131679.45	58648.68	6106 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
25	BGZD	2010	84770025	1190	41234.57	17474.62	0	0	7286 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
26	BGZE	2010	84770025	1190	190.37	60.46	0	0	7286 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
27	GBAA	130.1881	84772443	11B1	134.12	0	134.12	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
28	CAAN	2010	84771512	1190	178279.48	85288.52	0	0	7291 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
29	BGZY	130.1881	84770025	11B1	81690.77	36140.19	81690.77	36140.19	7294 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
30	DAAA	2010	84770031	119B	6028.26	6028.26	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
31	DFAA	2070	84770036	119A	28508.88	14309.01	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
32	DFBA	2010	84770036	1190	589892.64	306369.77	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
33	EBDC	2010	84770051	1190	422109.57	212019.29	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
34	EJAA	130.1881	84770053	11B1	646449.27	309967.66	646449.27	309967.66	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
35	ELAA	130.1881	84770054	11B1	105753.75	64950.42	105753.75	64950.42	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
36	FALB	2010	8477005G	A420	53031.97	16431.74	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
37	FBBA	130.1881	84770051	11B1	185938.72	89287.95	185938.72	89287.95	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
38	FCBA	2010	84770051	1190	12032.11	6185.7	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	
39	FCBA	2010	84770051	1190	12032.11	6185.7	0	0	89 Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I	

Ready Sheet1 Sheet2 Sheet3 100% 2:41 PM 5/25/2016



IDENTIFYING NEGATIVE EXPENSE RECORDS

- Format Expense and Obligation data columns (Columns E-H) as currency
 - Select Columns E-H,

Right-click select "Format Cells"

The screenshot shows a Microsoft Excel spreadsheet titled 'Book3 - Microsoft Excel'. The spreadsheet has columns labeled A through K. Column E is highlighted, and a right-click context menu is open over it, with 'Format Cells' selected. The spreadsheet contains data for various personnel and services, including columns for Service-Unique BSL Cd, Service-Unique PEC, Service-Unique EE Cd, Expense Year-to-Date, Obligation Year-to-Date, Obligation Net Month, DMIS ID, Schedule Type Description, and Parent DMIS ID w Desc For Titles. The data is organized into rows, with some rows having multiple entries for the same personnel or service.

A	B	C	D	E	F	G	H	I	J	K
4th Level FCC	Service-Unique BSL Cd	Service-Unique PEC	Service-Unique EE Cd	Expense Year-to-Date		Obligation Year-to-Date	Obligation Net Month	DMIS ID	Schedule Type Description	Parent DMIS ID w Desc For Titles
BAAA	130.1881	84770025	1181	233528.15		233528.15	102197.17	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BALA	2010	84770025	1190	42623.1		0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BDAA	2010	84770025	A420	5998		0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BEAA	2010	84770025	1190	262260.4		0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BEAA	2010	84770025	A420	38368		0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
DGEG	2010	84770037	1190	9128.4		0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
EBBJ	0130.FREE	84770051	111F	128.7		0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
FBBP	2010	84770071	1190	240.4		0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BHCP	130.1881	84770025	1181	24500.4		23500.01	10642.29	6034	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
DAAP	130.1881	84770031	1181	80534.7		80534.07	35982.46	6034	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BGZC	130.1881	84770025	1181	262254.4		262254.92	129357.24	6107	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BGZR	2010	84770025	A420	6747.7		0	0	7143	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BGVZ	130.1881	84770025	1181	169553.4		169553.49	88165.18	7294	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BGZZ	2070	84770025	119A	25.21		25.21	0	7294	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
ADXA	2010	84770012	1190	50402.91		26314.71	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BAKT	0130.FREE	84770025	41FR	0		0	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BBGA	2010	84770025	1190	63766.74		32022.66	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BBIA	130.1881	84770025	1181	168092.61		80617.21	168092.61	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
DDEA	130.1881	84770034	1181	20202.9		4413.03	20202.9	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
EBAA	0130.FREE	84770051	111F	2128.04		2128.04	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
EBCD	130.1881	84770051	1181	122781.9		60167.58	122781.9	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
ELAA	130.1881	84770051	1181	223510.82		101945.87	223510.82	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
FAHA	2010	84771418	1190	21078.39		9057.52	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BGZA	130.1881	84770025	1181	131679.45		58648.68	131679.45	6106	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BGZD	2010	84770025	1190	41234.57		17474.62	0	7286	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BGZE	2010	84770025	1190	190.37		60.46	0	7286	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
GBAA	130.1881	84772443	1181	134.12		0	134.12	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
CAAN	2010	84771512	1190	178279.48		85288.52	0	7291	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
BGZY	130.1881	84770025	1181	81690.77		36140.19	81690.77	7294	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
DAAA	2010	84770031	119B	6028.26		6028.26	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
DFAA	2070	84770036	119A	28508.88		14309.01	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
DFBA	2010	84770036	1190	589892.64		306369.77	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
EBCD	2010	84770051	1190	422109.57		212019.29	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
EJAA	130.1881	84770053	1181	646449.27		309967.66	646449.27	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
ELAA	130.1881	84770054	1181	105753.75		64950.42	105753.75	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
FALB	2010	8477005G	A420	53031.97		16431.74	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
FBA	130.1881	84770511	1181	185938.72		89287.95	185938.72	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
FCBA	2010	84770051	1190	12032.11		6185.7	0	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I



IDENTIFYING NEGATIVE EXPENSE RECORDS

- Select “Currency” and the format **(\$1,234.00)** for the negative numbers
- Click “OK”

Format Cells dialog box showing the 'Currency' format selected. The 'Symbol' is set to '\$', and the 'Negative numbers' section shows the format '(\$1,234.10)' selected. The 'OK' button is circled in red.



IDENTIFYING NEGATIVE EXPENSE RECORDS

- Add filters to the document

The screenshot displays a Microsoft Excel spreadsheet titled 'Book3 - Microsoft Excel'. The spreadsheet contains a table with columns labeled A through K. The 'Expense Net Month' column (F) is highlighted, and a 'Filter' menu is open over it. The menu shows a list of values and a 'Number Filters' option. A 'Custom AutoFilter' dialog box is also visible, showing the filter criteria for the 'Expense Net Month' column.

F1	A	B	C	D	E	F	G	H	I	J	K
	4th Level F	Service-Unique BSL	Service-Unique P	Service-Unique EE	Expense Year-to-Dat	Expense Net Month	Oblg Year-to-Dat	Oblg Net Month	DMIS	Schedule Type Descriptio	Parent DMIS ID w Desc For Titles
1	BAAA	130.1881	84770025	11B1			\$233,528.15	\$102,197.17	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
2	BALA	2010	84770025		1190		\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
3	BDAA	2010	84770025	A420			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
4	BEAA	2010	84770025		1190		\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
5	BEAA	2010	84770025	A420			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
6	BDEG	2010	84770037		1190		\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
7	EBBJ	0130.FREE	84770051	111F			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
8	FBBP	2010	84770571		1190		\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
9	BHCP	130.1881	84770025	11B1			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
10	DAAP	130.1881	84770031	11B1			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
11	BGZC	130.1881	84770025	11B1			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
12	BGZR	2010	84770025	A420			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
13	BGVZ	130.1881	84770025	11B1			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
14	BGVZ	2070	84770025	119A			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
15	ADXA	2010	84770012		1190		\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
16	BAKT	0130.FREE	84770025	41FR			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
17	BBA	2010	84770025		1190		\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
18	BBA	130.1881	84770025	11B1			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
19	BBA	130.1881	84770034	11B1			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
20	DEAA	130.1881	84770051	111F			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
21	EBAA	0130.FREE	84770051	111F			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
22	EBCD	130.1881	84770051	11B1			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
23	ELAA	130.1881	84770051	11B1			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
24	FAHA	2010	84771418		1190		\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
25	BGZA	130.1881	84770025	11B1			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
26	BGZD	2010	84770025		1190		\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
27	BGZE	2010	84770025		1190		\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
28	GBAA	130.1881	84772443	11B1			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
29	CAAN	2010	84771512		1190		\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
30	BGZY	130.1881	84770025	11B1			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
31	DAAA	2010	84770031	119B			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
32	DFAA	2070	84770036	119A			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
33	DFBA	2010	84770036		1190		\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
34	EBCD	2010	84770051		1190		\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
35	EJAA	130.1881	84770053	11B1			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
36	ELAA	130.1881	84770054	11B1			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
37	FALB	2010	8477005G	A420			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
38	FBBA	130.1881	84770511	11B1			\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I
39	FCBA	2010	84770051		1190		\$0.00	\$0.00	89	Personnel	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT. I



IDENTIFYING NEGATIVE EXPENSE RECORDS

- The resulting list of records are the records requiring research and correction

	A	B	C	D	E	F	G	H	I	J	K
	4th Level FI	Service-Unique BSL	Service-Unique PE	Service-Unique EE	Expense Year-to-Dat	Expense Net Mon	Oblg Year-to-Dat	Oblg Net Mon	DMIS	Schedule Type Descriptio	Parent DMIS ID w Desc For Titles
143	BBIA	130.1881	84770000 263R		(\$209.35)	(\$193.32)	\$0.00	\$0.00	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
145	BGAA	130.1881	84770000 263R		(\$240.84)	(\$193.32)	\$0.00	\$0.00	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
260	CAAP	130.1881	84771500 260B		(\$660.00)	(\$660.00)	(\$660.00)	(\$660.00)	6035	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
490	EGAA	130.1881	84676100 252G		(\$57,062.25)	(\$50,511.28)	(\$57,062.25)	(\$50,511.28)	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
586	CAAG	130.1881	84676100 260B		(\$13,824.17)	(\$13,824.17)	(\$12,326.71)	(\$12,326.71)	1895	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
624	DCAA	130.1881	84770000 263R		(\$208.62)	(\$193.32)	\$0.00	\$0.00	89	Manual	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
632	DJAA	130.1881	84770100 263R		(\$355.72)	(\$352.57)	\$0.00	\$0.00	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
655	EBJA	130.1881	84778100 310L		(\$4,264.72)	(\$4,264.72)	(\$4,264.72)	(\$4,264.72)	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
758	BIAA	130.1881	84770100 263R		(\$616.67)	(\$193.32)	\$0.00	\$0.00	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
769	EBJA	130.1881	84778100 26RB		(\$258.25)	(\$258.25)	(\$258.25)	(\$258.25)	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
911	EGAA	130.1881	84770000 252G		\$37,990.85	(\$33,079.22)	\$221,140.26	\$136,140.26	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
931	EEAA	130.1881	84778100 310D		\$1,531.65	(\$41.00)	\$0.00	\$0.00	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
945	EEAA	130.1881	84770000 263R		(\$2,085.30)	(\$2,085.30)	\$0.00	\$0.00	89	Financial	Parent DMIS ID: 0089 - Parent DMIS ID: 0089 - WOMACK AMC-FT.
1277											
1278											
1279											
1280											
1281											
1282											
1283											
1284											
1285											
1286											
1287											
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1293											
1294											
1295											
1296											
1297											
1298											
1299											
1300											
1301											



IDENTIFYING NEGATIVE EXPENSE RECORDS

- Rows highlighted in Yellow are the records requiring correction

Direct Expense Accepted Report (2) [Read-Only] [Compatibility Mode] - Microsoft Excel											
K1 Oblg Net Month											
	A	B	C	D	E	F	G	H	I	J	K
1	DMIS ID	Schedule Type Description	FCC	Service-Unique BS/L	Service-Unique PEC	SUEE	SOF	Expense Year-to-Date	Expense Net Month	Oblg Year-to-Date	Oblg Net Month
4	0089	Financial	AAXA	0130.1881	84770000	263R	D	\$-241.86	\$-241.86	\$0.00	\$0.00
6	0089	Financial	AAXA	0130.1881	84770100	263R	D	\$-1.25	\$-1.25	\$0.00	\$0.00
10	0089	Financial	ABXA	0130.1881	84770000	263R	D	\$-218.07	\$-218.07	\$0.00	\$0.00
14	0089	Financial	ACXB	0130.1881	84770000	260I	D	\$-40.80	\$-40.80	\$0.00	\$0.00
16	0089	Financial	ACXB	0130.1881	84770000	263R	D	\$-730.53	\$-730.53	\$0.00	\$0.00
18	0089	Financial	ACXB	0130.1881	84770100	263R	D	\$-12.54	\$-12.54	\$0.00	\$0.00
21	0089	Financial	ADXA	0130.1881	84770000	263R	D	\$-146.30	\$-146.30	\$0.00	\$0.00
23	0089	Financial	ADXA	0130.1881	84770100	263R	D	\$-5.91	\$-5.91	\$0.00	\$0.00
49	0089	Financial	BAKA	0130.1881	84770000	263R	D	\$-42.48	\$-42.48	\$0.00	\$0.00
56	0089	Financial	BAMA	0130.1881	84770000	263R	D	\$-52.60	\$-52.60	\$0.00	\$0.00
58	0089	Financial	BAMA	0130.1881	84770100	263R	D	\$-5.00	\$-5.00	\$0.00	\$0.00
68	0089	Financial	BAPA	0130.1881	84770000	263R	D	\$-39.24	\$-39.24	\$0.00	\$0.00
80	0089	Financial	BBDQ	0130.1881	84770000	263R	D	\$-27.84	\$-27.84	\$0.00	\$0.00
84	0089	Financial	BBFA	0130.1881	84770000	263R	D	\$-32.92	\$-32.92	\$0.00	\$0.00
91	0089	Financial	BBIA	0130.1881	84770000	263R	D	\$-16.03	\$-16.03	\$0.00	\$0.00
94	0089	Financial	BBIA	0130.1881	84770100	263R	D	\$-3.50	\$-3.50	\$0.00	\$0.00
109	0089	Financial	BBXB	0130.1881	84770000	263R	D	\$-140.63	\$-140.63	\$0.00	\$0.00
111	0089	Financial	BBXB	0130.1881	84770100	263R	D	\$-22.00	\$-22.00	\$0.00	\$0.00
115	0089	Financial	BCBA	0130.1881	84770000	263R	D	\$-69.31	\$-69.31	\$0.00	\$0.00
118	0089	Financial	BCBA	0130.1881	84770100	263R	D	\$-5.03	\$-5.03	\$0.00	\$0.00



IDENTIFYING NEGATIVE EXPENSE RECORDS

- Rows highlighted in Yellow are the records requiring correction
- Using the same Excel document add another column “Month Fixed”. This way you have a tracking sheet showing month you subtracted dollar amounts

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
4th Level	Service-Unique BSL	Service-Unique PEC	Service-Unique EE	Expense Year-to-Date	Expense Net Month	Oblig Year-to-Date	Oblig Net Month	DMIS ID	Schedule Type	Month Fixed/Documentation Comments	Parent DMIS ID w Desc For Titles	Source Of Funds	DMIS Facility Name	
1	FCC	Cd	PEC	Cd					Descripti					
143	BBIA	130.1881	84770000	263R	(\$209.35)	(\$193.32)	\$0.00	89	Financial		Parent DMIS ID: 0089 - P D		AMC WOMACK-BRAGG	
145	BGAA	130.1881	84770000	263R	(\$240.84)	(\$193.32)	\$0.00	89	Financial		Parent DMIS ID: 0089 - P D		AMC WOMACK-BRAGG	
260	CAAP	130.1881	84771500	260B	(\$660.00)	(\$660.00)	(\$660.00)	6035	Financial		Parent DMIS ID: 0089 - P D		USADC BRAGG/POPE	
490	EGAA	130.1881	84676100	252G	(\$57,062.25)	(\$50,511.28)	(\$57,062.25)	89	Financial		Parent DMIS ID: 0089 - P D		AMC WOMACK-BRAGG	
586	CAAG	130.1881	84676100	260B	(\$13,824.17)	(\$13,824.17)	(\$12,326.71)	1895	Financial		Parent DMIS ID: 0089 - P D		USADC SMOKEBOMB HILL-BRAGG	
624	DCAA	130.1881	84770000	263R	(\$208.62)	(\$193.32)	\$0.00	89	Manual		Parent DMIS ID: 0089 - P D		AMC WOMACK-BRAGG	
632	DJAA	130.1881	84770100	263R	(\$355.72)	(\$352.57)	\$0.00	89	Financial		Parent DMIS ID: 0089 - P D		AMC WOMACK-BRAGG	
655	EBJA	130.1881	84778100	310L	(\$4,264.72)	(\$4,264.72)	(\$4,264.72)	89	Financial		Parent DMIS ID: 0089 - P D		AMC WOMACK-BRAGG	
758	BIAA	130.1881	84770100	263R	(\$616.67)	(\$193.32)	\$0.00	89	Financial		Parent DMIS ID: 0089 - P D		AMC WOMACK-BRAGG	
769	EBJA	130.1881	84778100	26RB	(\$258.25)	(\$258.25)	(\$258.25)	89	Financial		Parent DMIS ID: 0089 - P D		AMC WOMACK-BRAGG	
911	EGAA	130.1881	84770000	252G	\$37,990.85	(\$33,079.22)	\$221,140.26	\$136,140.26	89	Financial	Parent DMIS ID: 0089 - P D		AMC WOMACK-BRAGG	
931	EEAA	130.1881	84778100	310D	\$1,531.65	(\$41.00)	\$0.00	89	Financial		Parent DMIS ID: 0089 - P D		AMC WOMACK-BRAGG	
945	EEAA	130.1881	84770000	263R	(\$2,085.30)	(\$2,085.30)	\$0.00	89	Financial		Parent DMIS ID: 0089 - P D		AMC WOMACK-BRAGG	
1277														
1278														
1279														
1280														
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Brocker, Donald W CIV USARMY MEDCOM ...
FW: Depreciation Meeting Invite (UNCLASSIFIED)
Good afternoon,
Please let me know if you wish to attend the GFEBS



IDENTIFYING NEGATIVE EXPENSE RECORDS

- **Refresh the Dir Exp - EAS Data Rpt**
 - **Report is available in the EAS Repository**
 - Public Folders > EAS IV Repository Reports > Army > MTF DQ Summary Queries folder

The screenshot shows the SAP BusinessObjects InfoView web application. The browser address bar displays the URL: <https://tma-bi.csd.disa.mil/InfoViewApp/listing/main.do?appKind=Inf>. The page title is "SAP BUSINESSOBJECTS INFOVIEW". The left sidebar shows a tree view of folders, including "My Favorites", "Inbox", "Public Folders", "DDR Reports", "Diagnostic Test Folde", "EAS IV Application R", "EAS IV Repository Re", "Army", "AMPO DQ Que", "CMAP", "CMS-OACT", "Dental", "Discrep Queri", "MTF DQ Smry", "BCS User Guides", "Corporate Docum", and "M2". The main content area displays a table of reports.

Title ^	Last Run	Type	Owner	Instances
Dir Exp - EAS Data - Rpt For use when researching corrections to negative net month expense		Web Intelligence Report	CARDENAS.HAROLD.1184101900	0
DMIS - E01 - Exp Pure - CI 256D		Web Intelligence Report	CARDENAS.HAROLD.1184101900	0
DMIS - E01 Expense Allocated Report		Web Intelligence Report	CARDENAS.HAROLD.1184101900	0
DMIS - E02 Deactiv AMPO Approval Codes FY14 FCC Smry		Web Intelligence Report	CARDENAS.HAROLD.1184101900	0
DMIS - E15 - EDDA Facil Restor-Modernization - Incorrect PEC Rptd		Web Intelligence Report	CARDENAS.HAROLD.1184101900	0
DMIS - P01 Volunteers with Salaries		Web Intelligence Report	CARDENAS.HAROLD.1184101900	0
DMIS - P02 Not Authorized EBEA		Web Intelligence Report	CARDENAS.HAROLD.1184101900	0
DMIS - P03 Not Authorized FAMA		Web Intelligence Report	CARDENAS.HAROLD.1184101900	0
DMIS - P04 Not Authorized FAOA		Web Intelligence Report	CARDENAS.HAROLD.1184101900	0
DMIS - P05 Not Authorized FAPA		Web Intelligence Report	CARDENAS.HAROLD.1184101900	0



IDENTIFYING NEGATIVE EXPENSE RECORDS

- Refresh the Dir Exp - EAS Data Rpt
 - Fill in the prompts for the record with Negative Net Month Expense
 - Parent DMIS ID
 - Fiscal Year (leave alone, don't' change; set to retrieve for all FY s available in EAS)
 - Parent Dmis Id (Dir Exp)
 - Func Cost Cd
 - Parent DMIS ID (Fin Pure)
 - 4th Level FCC

Financial Pure Data

Fiscal Year	Fiscal Month	Parent DMIS ID	DMIS ID	4th Level FCC	Oblg Fiscal Year	Service-Unique BSL Cd	Service-Unique PEC
2011	01	0109	0109	EBCB	2009	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2011	0130.1881	84770000
2011	01	0109	0109	EBCB	2011	0130.1881	84770000

Prompts

Reply to prompts before running the query.

- ✓ Enter Parent DMIS ID: 0089
- ✓ Enter value(s) for Fiscal Year: 2016;2015;2014;2013;2012;2011
- ✓ Enter value(s) for Parent Dmis Id: (Dir Exp) 0089
- ✓ Enter value(s) for Func Cost Cd: BBIA
- ✓ Enter value(s) for Parent DMIS ID: (Fin Pure) 0089
- ✓ Enter value(s) for 4th Level FCC: BBIA

Enter value(s) for 4th Level FCC:

BBIA

Refresh Values

To see the content of the list, please click the Refresh values button.

Enter your search pattern here

Currently-selected values in listbox

EBCB

Run Query Cancel



IDENTIFYING NEGATIVE EXPENSE RECORDS

- Query results shows data for all records related to the MEPRS FCC.
 - Dir Exp
 - Fin Pure

SAP BUSINESSOBJECTS INFOVIEW

Web Intelligence - Dir Exp - EAS Data - Rpt

Document View 100% 1/1

Svc Ee Cd (All values) Svc Pec (All values) F

Direct Expenses - All FYs - Current Fiscal Year Group

Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedul e Type Cd	Schedul e Type Cd	Month Net	Year To Date
2011	01	0089	BBIA	0130.1881	84770000	263R	F	F	\$31,926.30	\$31,926.30
	01	0089	BBIA	0130.1881	84770025	26ER	F	F	\$86.35	\$86.35
	01	0089	BBIA	0130.1881	84770100	260I	F	F	\$214.06	\$214.06
	02	0089	BBIA	0130.1881	84770000	263R	F	F	\$2,505.43	\$34,431.73
	02	0089	BBIA	0130.1881	84770025	26ER	F	F	\$0.00	\$86.35
	02	0089	BBIA	0130.1881	84770100	260I	F	F	\$20.47	\$234.53
	03	0089	BBIA	0130.1881	84770000	263R	F	F	\$1,462.74	\$35,894.47
	03	0089	BBIA	0130.1881	84770025	26ER	F	F	\$0.00	\$86.35
	03	0089	BBIA	0130.1881	84770025	26RB	F	F	\$636.77	\$636.77
	03	0089	BBIA	0130.1881	84770100	260I	F	F	\$19.70	\$254.23
	04	0089	BBIA	0130.1881	84770000	263R	F	F	\$6,399.62	\$42,294.09
	04	0089	BBIA	0130.1881	84770025	26ER	F	F	\$0.00	\$86.35
	04	0089	BBIA	0130.1881	84770025	26RB	F	F	\$0.00	\$636.77
	04	0089	BBIA	0130.1881	84770100	260I	F	F	\$85.77	\$340.00
	05	0089	BBIA	0130.1881	84770000	263R	F	F	\$2,331.51	\$44,625.60
	05	0089	BBIA	0130.1881	84770025	26ER	F	F	\$0.00	\$86.35
	05	0089	BBIA	0130.1881	84770025	26RB	F	F	\$4,293.66	\$4,930.43
	05	0089	BBIA	0130.1881	84770100	260I	F	F	\$25.47	\$365.47
	06	0089	BBIA	0130.1881	84770000	263R	F	F	\$3,423.66	\$48,049.26

Dir Exp Fin Pure

Refresh Date: May 25, 2016 3:36:55 PM GMT-05:00

Discussions

The list pane is updated.



IDENTIFYING NEGATIVE EXPENSE RECORDS

- Scroll through the Dir Exp report to identify a record from a prior month with positive expenses

263R 84770000 F										
2014	07	0089	BBIA	0130.1881	84770000	263R	F	F	(\$2.46)	(\$2.46)
	08	0089	BBIA	0130.1881	84770000	263R	F	F	\$0.00	(\$2.46)
	09	0089	BBIA	0130.1881	84770000	263R	F	F	\$0.00	(\$2.46)
	10	0089	BBIA	0130.1881	84770000	263R	F	F	\$0.00	(\$2.46)
	11	0089	BBIA	0130.1881	84770000	263R	F	F	\$0.00	(\$2.46)
	12	0089	BBIA	0130.1881	84770000	263R	F	F	\$0.00	(\$2.46)
2014										
Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedule Type Cd	Schedule Type Cd	Month Net	Year To Date
2015	11	0089	BBIA	0130.1881	84770000	263R	F	F	\$415.38	\$415.38
	12	0089	BBIA	0130.1881	84770000	263R	F	F	\$0.00	\$415.38
2015										
Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedule Type Cd	Schedule Type Cd	Month Net	Year To Date
2016	01	0089	BBIA	0130.1881	84770000	263R	F	F	(\$16.03)	(\$16.03)
	02	0089	BBIA	0130.1881	84770000	263R	F	F	(\$193.32)	(\$209.35)
	03	0089	BBIA	0130.1881	84770000	263R	F	F	\$0.00	(\$209.35)
	04	0089	BBIA	0130.1881	84770000	263R	F	F	\$0.00	(\$209.35)
	05	0089	BBIA	0130.1881	84770000	263R	F	F	\$0.00	(\$209.35)
2016										
									Sum:	143,085.73

Dir Exp

Fin Pure

Discussions





IDENTIFYING NEGATIVE EXPENSE RECORDS

- Scroll through the Fin Pure report to determine the source of the negative expense

	263R				84770000		F					
	11	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		\$-9.84	\$0.00
	12	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		\$-9.84	\$0.00
2014												

Fiscal Year	Fiscal Month	Parent DMIS ID	DMIS ID	4th Level FCC	Oblg Fiscal Year	Service-Unique BSL Cd	Service-Unique PEC	Service-Unique EE Cd	Cost Center	WBS Element	Expense Year-to-Date	Oblg Year-to-Date
2015	11	0089	0089	BBIA	2011	0130.1881	84770000	263R	74KL0039		\$1,661.52	\$1,661.52
	12	0089	0089	BBIA	2011	0130.1881	84770000	263R	74KL0039		\$1,661.52	\$1,661.52
	12	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		\$0.00	\$-9.84
2015												

Fiscal Year	Fiscal Month	Parent DMIS ID	DMIS ID	4th Level FCC	Oblg Fiscal Year	Service-Unique BSL Cd	Service-Unique PEC	Service-Unique EE Cd	Cost Center	WBS Element	Expense Year-to-Date	Oblg Year-to-Date
2016	01	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		\$-16.03	\$-11.98
	02	0089	0089	BBIA	2011	0130.1881	84770000	263R	74KL0039		\$-193.32	\$-193.32
	02	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		\$-16.03	\$-11.98
	03	0089	0089	BBIA	2011	0130.1881	84770000	263R	74KL0039		\$-193.32	\$-193.32
	03	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		\$-16.03	\$-11.98
	04	0089	0089	BBIA	2011	0130.1881	84770000	263R	74KL0039		\$-193.32	\$-193.32
	04	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		\$-16.03	\$-11.98
	05	0089	0089	BBIA	2011	0130.1881	84770000	263R	74KL0039		\$-193.32	\$-193.32
	05	0089	0089	BBIA	2012	0130.1881	84770000	263R	74KL0039		\$-16.03	\$-11.98
2016												

Dir Exp

 Fin Pure

Discussions



IDENTIFYING NEGATIVE EXPENSE RECORDS

- When there are no prior month records with positive expenses, assume the original record with positive expenses was processed in a fiscal year prior to FY11.
- Correct the Negative expense Net Month record within EASi by entering the equivalent positive amount as a Financial Adjustment
- Review the Financial Audit Report by Fiscal Year and Month to determine the source MEPRS FCC. In this instance the source MEPRS FCC was EDCA; MEPRS staff moved the expense from EDCA to EDDA. Correction must be made to the EDCA financial record.

Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedule Type Cd	Schedule Type Cd	Month Net
2016	01	0089	EDDA	0130.1881	84627600	3230	F	F	-14,794.56
	02	0089	EDDA	0130.1881	84627600	3230	M	M	324,420.68
	03	0089	EDDA	0130.1881	84627600	3230	F	F	669,965
2016									



IDENTIFYING NEGATIVE EXPENSE RECORDS

- Identify a prior month financial record with sufficient positive expense to adjust; ensure the record contains the same data elements as that of the record with the negative net month expense; **MEPRS FCC - BSL - PEC - SUEE MUST MATCH**
- Adjust the prior month record within EASi by entering the negative expense as a Financial Adjustment
- Adjust the current month Negative expense within EASi by entering the equivalent positive amount as a Financial Adjustment

Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedule Type Cd	Schedule Type Cd	Month Net
2015	09	0089	DFAA	0130.1881	84770000	25A5	F	F	0
	10	0089	DFAA	0130.1881	84770000	25A5	F	F	0
	11	0089	DFAA	0130.1881	84770000	25A5	F	F	39,295.2
	12	0089	DFAA	0130.1881	84770000	25A5	F	F	61,749.6
2015									

Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedule Type Cd	Schedule Type Cd	Month Net
2016	01	0089	DFAA	0130.1881	84770000	25A5	F	F	-20,583.2
	02	0089	DFAA	0130.1881	84770000	25A5	F	F	20,633.2
	03	0089	DFAA	0130.1881	84770000	25A5	F	F	0
2016									

CORRECTIVE ACTION

CORRECTING NEGATIVE EXPENSES IN EASI



Correcting Negative Expenses in EASi

- Correct the Negative expense Net Month record within EASi via Adjustment - Financial
- Click on Adjustments then choose "Financial" from the drop down menu

Screenshot of the EASi (Expense Assignment System) interface. The browser address bar shows <https://eas.csd.disa.mil/eas4i/services/pdmisSsoLogin>. The page title is "Expense Assignment System Version IV". The user is logged in as [User: hcardenas0089](#) on April 11, 2016 12:25:16 PM CDT. The navigation menu includes: Allocation Status, System Interface, ECU, Adjustment, Allocation, Transmission, Reports, Table Maintenance, System Services, Help. The "Adjustment" menu is open, showing options: Financial, Personnel, Workload. A red arrow points to the "Financial" option. Below the menu is the "Pre-Allocated Data Status" section with a "Sort" button. The main data table displays expense records with columns for Calendar (Year, Month), Source Data, Upload, Import, Validate, Migrate, Adjust, Attempts (Import, Validate), Errors (Initial, Current, Fixed), and Warnings (Initial, Current, Override).

Calendar	Year	Month	Source Data	Upload	Import	Validate	Migrate	Adjust	Attempts		Errors			Warnings		
									Import	Validate	Initial	Current	Fixed	Initial	Current	Override
2016	03		GFEB	✓					0	0	0	0	0	0	0	0
2016	02		GFEB	✓					0	0	0	0	0	0	0	0
2016	01		GFEB	✓					0	0	0	0	0	0	0	0
2015	12		CHCS0089	✓	✓	✓	✓	✓	1	2	14	0	0	0	0	0
2015	12		DMHR	✓	✓	✓	✓	✓	1	2	28	0	0	2	0	0
2015	12		GFEB	✓	✓	✓	✓	✓	1	6	38	0	0	84	0	0
2015	11		CHCS0089	✓	✓	✓	✓	✓	1	2	44	0	0	0	0	0
2015	11		DMHR	✓	✓	✓	✓	✓	1	2	19	0	0	0	0	0
2015	11		GFEB	✓	✓	✓	✓	✓	1	5	20	0	0	74	0	0
2015	10		CHCS0089	✓	✓	✓	✓	✓	1	2	45	0	0	0	0	0
2015	10		DMHR	✓	✓	✓	✓	✓	1	3	92	0	0	2	0	0
2015	10		GFEB	✓	✓	✓	✓	✓	1	3	15	0	0	71	0	0
2015	09		CHCS0089	✓	✓	✓	✓	✓	1	2	34	0	0	0	0	0
2015	09		DMHR	✓	✓	✓	✓	✓	1	3	111	0	0	1	0	0
2015	09		GFEB	✓	✓	✓	✓	✓	1	6	70	0	0	44	0	0
2015	08		CHCS0089	✓	✓	✓	✓	✓	1	3	28	0	0	0	0	0
2015	08		DMHR	✓	✓	✓	✓	✓	1	2	119	0	0	6	0	0
2015	08		GFEB	✓	✓	✓	✓	✓	1	6	77	0	0	45	0	0



Correcting Negative Expenses in EASi

- Ensure selection of Net Month data for record to be corrected

Expense Assignment System Version IV

Adjustments - Financial Data

Sub-Type: Expense/Obligations Calendar Month: Oct Calendar Year: 2015 Display As: ☒ Net ☐ Year-To-Date GET

DMIS ID	FCC	Basic Symbol/Limit	Program Element Code	Expense Element Code	SOF	Expense Net Month	Obligation Net Month	Data Source
460 record(s) found.								
0089	AAXA	0130.1881	84770000	260B	D	\$0.00	\$3,000.00	GFEB
0089	AAXA	0130.1881	84770100	260I	D	\$710.16	\$600.82	GFEB
0089	AAXA	0130.1881	84770000	260R	D	\$11,079.73	\$18,143.01	GFEB
0089	AAXA	0130.1881	84770000	263R	D	\$-241.86	\$0.00	GFEB
0089	AAXA	0130.1881	84770100	263R	D	\$-1.25	\$0.00	GFEB
0089	ABXA	0130.1881	84770000	2320	D	\$3,158.54	\$0.00	GFEB
0089	ABXA	0130.1881	84770100	260I	D	\$1,367.74	\$1,260.32	GFEB
0089	ABXA	0130.1881	84770000	260R	D	\$12,524.46	\$15,782.94	GFEB
0089	ABXA	0130.1881	84770000	263R	D	\$-218.07	\$0.00	GFEB

- Sub-Type should be: Expense/Obligations
- Calendar Month should be the month you are working on along with the Calendar Year.
- Make sure you have "NET" selected
- Select "Get" to populate

Correcting Negative Expenses in EASi

- Filter for the correct MEPRS FCC from query

Expense Assignment System
Version IV

User: hcardenas0089 Logout
April 11, 2016 12:30:23 PM CDT [b4]

Allocation Status System Interface ECU Adjustment Allocation Transmission Reports Table Maintenance System Services Help

Adjustments - Financial Data

Add Delete Adjust Transfer **Filter** Table Maintenance Apply UDA

Sub-Type: Expense/Obligations Calendar Month: Oct Calendar Year: 2015 Display As: ☒ Net ☐ Year-To-Date GET

	DMIS ID	FCC	Basic Symbol/Limit	Program Element Code	Expense Element Code	SOF	Expense Net Month	Obligation Net Month	Data Source
460 record(s) found.									
☐	0089	AAXA	0130.1881	84770000	260B	D	\$0.00	\$3,000.00	GFEB
☐	0089	AAXA	0130.1881	84770100	260I	D	\$710.16	\$600.82	GFEB
☐	0089	AAXA	0130.1881	84770000	260R	D	\$11,079.73	\$18,143.01	GFEB
☐	0089	AAXA	0130.1881	84770000	263R	D	\$-241.86	\$0.00	GFEB
☐	0089	AAXA	0130.1881	84770100	263R	D	\$-1.25	\$0.00	GFEB
☐	0089	ABXA	0130.1881	84770000	2320	D	\$3,158.54	\$0.00	GFEB
☐	0089	ABXA	0130.1881	84770100	260I	D	\$1,367.74	\$1,260.32	GFEB
☐	0089	ABXA	0130.1881	84770000	260R	D	\$12,524.46	\$15,782.94	GFEB
☐	0089	ABXA	0130.1881	84770000	263R	D	\$-218.07	\$0.00	GFEB

Waiting for response from eas.csd.disa.mil...



UNCLASSIFIED//FOU
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Correcting Negative Expenses in EASi

- Filter for the correct MEPRS FCC

https://eas.csd.disa.mil/eas4i/util/filter.jsp

Filter

SAP BusinessObjects InfoView

File Edit View Favorites Tools Help

Army MEPRS Program Off... Discount Cruises, Last-Mi... Free Hotmail

Expense Assignment System
Version IV

User: hcardenas0089 Logout
April 11, 2016 12:38:59 PM CDT [b4]

Allocation Status System Interface ECU Adjustment Allocation Transmission Reports Table Maintenance System Services Help

Filter Adjustments - Financial Data

Available Field	Filter	Value
DMIS ID	GREATER THAN	
FCC	LESS THAN	
Basic Symbol/Limit	EQUAL TO	
Program Element Code	GREATER THAN OR EQUAL TO	
Expense Element Code	LESS THAN OR EQUAL TO	
Expense YTD	DIFFERENT THAN	
Expense Net Month	BETWEEN	

Current Filter

FCC EQUAL TO 'EDCA'

Modify Delete Abort

Apply

Remove Filter

OK

Cancel

Help



Correcting Negative Expenses in EASi

- Select the correct record, click on the radio button on the left side of the record
- Click on the “Adjust” button

Expense Assignment System Version IV

Adjustments - Financial Data

Filter Used: "FCC EQUAL TO 'EDCA'"

Buttons: Add, Delete, **Adjust**, Transfer

Sub-Type: Expense/Obligations | Calendar Month: Sep | Calendar Year: 2015 | Display As: ☒ Net ☐ Year-To-Date

☐	0089	EDCA	0130.1881	84627800	252G	D	\$599.13	\$-9,400.87	GFEB
☐	0089	EDCA	0130.1881	84770000	252G	D	\$670.63	\$0.00	GFEB
☐	0089	EDCA	0130.1881	84627800	2540	D	\$280,572.15	\$-325,000.00	GFEB
☐	0089	EDCA	0130.1881	84777900	2540	D	\$332,257.00	\$200,000.00	GFEB
☐	0089	EDCA	0130.1881	84627800	260B	D	\$19,989.62	\$-2,245.70	GFEB
☐	0089	EDCA	0130.1881	84770000	260B	D	\$178,281.05	\$27,322.71	GFEB
☐	0089	EDCA	0130.1881	84627800	310A	D	\$0.00	\$0.00	GFEB
☐	0089	EDCA	0130.1881	84770000	310A	D	\$0.00	\$15,782.20	GFEB
☐	0089	EDCA	0130.1881	84627800	310D	D	\$0.00	\$0.00	GFEB
☐	0089	EDCA	0130.1881	84770000	310J	D	\$0.00	\$0.00	GFEB
☒	0089	EDCA	0130.1881	84627600	3230	D	\$441,332.09	\$0.00	GFEB
☐	0089	EDCA	0130.1881	84627600	3230	D	\$761.00	\$0.00	GFEB



Correcting Negative Expenses in EASi

- Enter
 - The amount to be adjusted (negative expense)
 - Select the Code of 75 - Expense and Obligation Adjustment
 - Must enter the comments (see screenshot below)

https://eas.csd.disa.mil/eas4i/webadj/ajaccessFin Adjustments - Adjust Finan... SAP BusinessObjects InfoView

File Edit View Favorites Tools Help

Army MEPRS Program Off... Discount Cruises, Last-Mi... Free Hotmail

Expense Assignment System
Version IV

User: hcardenas0089 Logout
April 11, 2016 12:47:26 PM CDT [b4]

Allocation Status System Interface ECU Adjustment Allocation Transmission Reports Table Maintenance System Services Help

Adjustments - Adjust Financial Record

Data Source	Work Center	Net Month Amount	
		Expenses	Obligations
GFEB5	DMIS ID: 0089 FCC: EDCA	Actual: \$ 441332.09	\$ 0
		Adjust By: \$ -14794.56	\$ 0.0

Service-Unique Expense Codes			
Expense Element: 3230	Program Element Code: 84627600	Basic Symbol/Limit: 0130.1881	Source of Funds: D

Code and Description: 75 - Expense and Obligation Adjustment

Comments: Adjustment to prior expense; budget transaction reducing expense performed in current month.

OK Cancel



Correcting Negative Expenses in EASi

- Following the same process, select the record with the negative net month expense
 - Adjust the record by entering the **equivalent positive** amount as a **Financial Adjustment**

Expense Assignment System Version IV

User: hcardenas0089 Logout April 11, 2016 1:59:01 PM CDT [b4]

Allocation Status System Interface ECU Adjustment Allocation Transmission Reports Table Maintenance System Services Help

Adjustments - Financial Data

Filter Used: "FCC EQUAL TO 'EDDA'"

Add Delete Adjust Transfer Filter Table Maintenance Apply UDA

Sub-Type: Expense/Obligations Calendar Month: Oct Calendar Year: 2015 Display As: ☒ Net ☐ Year-To-Date GET

	DMIS ID	FCC	Basic Symbol/Limit	Program Element Code	Expense Element Code	SOF	Expense Net Month	Obligation Net Month	Data Source
1 record(s) found.									
☐	0089	EDDA	0130.1881	84627600	3230	D	\$-14,794.56	\$0.00	GFEB5



Correcting Negative Expenses in EASi

- Enter
 - The amount to be adjusted
 - Select the Code of 75 - Expense and Obligation Adjustment
 - Must enter the comments (see screenshot below)

The screenshot shows the 'Expense Assignment System Version IV' web interface. The browser address bar displays 'https://eas.csd.disa.mil/eas4i/webadj/ajaccessFin'. The page title is 'Adjustments - Adjust Finan...'. The user is logged in as 'User: hcardenas0089' on 'April 11, 2016 2:01:16 PM CDT'. The navigation bar includes links: Allocation Status, System Interface, ECU, Adjustment, Allocation, Transmission, Reports, Table Maintenance, System Services, and Help.

The main section is titled 'Adjustments - Adjust Financial Record'. It contains the following fields:

Data Source	Work Center	Net Month Amount	
GFBS	DMIS ID: 0089 FCC: EDDA	Expenses Actual: \$-14794.56 Adjust By: \$14794.56	Obligations \$0 \$0.0

Service-Unique Expense Codes

Expense Element:	Program Element Code:	Basic Symbol/Limit:	Source of Funds:
3230	84627600	0130.1881	D

Code and Description: 75 - Expense and Obligation Adjustment

Comments: Adjustment of prior expense; Budget transaction created during current month reflects negative expense due to difference between prior month and current month YTD expenses

Buttons: OK, Cancel

CORRECTIVE ACTION

REVALIDATION



PROCESS VALIDATION

After making all the corrections to negative net month amounts

- **Refresh the DEAR**
 - **Filter for negative net month expenses**
- **Once all negative net month expenses have been adjusted on the DEAR.**
 - **Run allocation**
 - **Perform Financial Reconciliation**
 - **Update Monthly Narrative**
 - **Retransmit corrected data in sequential order by month, earliest to latest**
 - **Send supporting documents to AMPO**



PROCESS VALIDATION

- Record of all adjustments for negative net month expenses.

DMIS ID 0047 Negative Expense_Obligation FY15 Correction [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Approval Acrobat

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 Wrap Text Text Normal Bad Good Neutral Calculation Check Cell Explanatory Input

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
	DMIS ID	FCC	Basic Symbol/Limit	Program Element Code	Expense Element Code	SOF	Expense Net Month	Obligation Net Month	Data Source															
263	1880	CAAC	130.1881	84771500	310J	D	(\$65,404.05)	(\$22,866.48)	GFEBS	29-Mar-16	Adjustme	Aug15	\$0.00	\$15,565.90	Jul15	\$8,414.62	\$3,514.62	Jun15	\$59,601.47	\$63,636.22				
264													(\$65,404.05)	(\$7,300.58)		(\$56,989.43)	(\$3,785.96)		\$2,612.04	\$59,850.26				
265	1875	CAAE	130.1881	84771500	2170	D	\$337.98	\$732.94	GFEBS															
266	1875	CAAE	130.1881	84771500	2332	D	\$0.00	\$0.00	GFEBS															
267	1875	CAAE	130.1881	84771500	252C	D	\$0.00	\$0.00	GFEBS															
268	1875	CAAE	0130.FRE E	84771512	2562	D	\$13,233.43	\$0.00	GFEBS															
269	1875	CAAE	130.1881	84771500	260B	D	\$906.43	\$1,812.85	GFEBS															
270	1875	CAAE	130.1881	84770100	260I	D	\$0.00	\$0.00	GFEBS															
271	1875	CAAE	130.1881	84771500	260R	D	\$39,278.47	\$17,948.26	GFEBS															
272	1875	CAAE	130.1881	84771500	310J	D	\$0.00	\$76,265.04	GFEBS															
273	1879	CAAF	130.1881	84771500	2170	D	\$0.00	\$0.00	GFEBS															
274	1879	CAAF	130.1881	84771500	2332	D	\$93.02	(\$17.45)	GFEBS	29-Mar-16	Adjustme	Aug15	\$46.51	\$156.98										
275													\$139.53	\$139.53										
276	1879	CAAF	130.1881	84771500	2400	D	\$0.00	\$0.00	GFEBS															
277	1879	CAAF	130.1881	84771500	252C	D	\$0.00	\$0.00	GFEBS															
278	1879	CAAF	130.1881	84771500	252G	D	\$3,771.99	\$15,635.99	GFEBS															
279	1879	CAAF	0130.FRE E	84771512	2562	D	\$42,434.21	\$0.00	GFEBS															
280	1879	CAAF	130.1881	84771500	260B	D	\$6,113.94	\$8,167.95	GFEBS															
281	1879	CAAF	130.1881	84770100	260I	D	\$1,036.26	\$655.11	GFEBS															
282	1879	CAAF	130.1881	84676100	260R	D	\$0.00	\$0.00	GFEBS															
283	1879	CAAF	130.1881	84771500	260R	D	\$166,465.36	\$1,291.37	GFEBS															
284	1879	CAAF	130.1881	84771500	261N	D	\$189.96	\$189.96	GFEBS															
285	1879	CAAF	130.1881	84771500	310C	D	\$0.00	\$0.00	GFEBS															
286	1879	CAAF	130.1881	84771500	310D	D	\$3,160.00	\$3,160.00	GFEBS															
287	1879	CAAF	130.1881	84771500	310J	D	\$19,194.58	\$0.00	GFEBS															
288	1879	CAAF	130.1881	84770000	43P0	D	(\$44.05)	\$0.00	GFEBS	EOR 43P0 is interest earned; this is considered revenue; revenue is not reportable in EAS														
289	1879	CBAF	130.1881	84771500	310J	D	\$0.00	\$0.00	GFEBS															
290	47	DAAA	130.1881	84770000	2320	D	\$0.00	\$0.00	GFEBS															
291	47	DAAA	130.1881	84770000	2332	D	\$0.00	\$0.00	GFEBS															
292	47	DAAA	130.1881	84770000	252B	D	\$0.00	\$0.00	GFEBS															
293	47	DAAA	130.1881	84770000	252G	D	\$4,568.65	\$12,095.24	GFEBS															
294	47	DAAA	130.1881	84770000	2571	D	\$6,952.82	(\$6,888.90)	GFEBS	29-Mar-16	Adjustme	Jul15	\$4,873.15	\$23,164.67										
295													\$11,825.97	\$16,275.77										
296	47	DAAA	130.1881	84770000	25A2	D	\$144,063.29	\$399,175.80	GFEBS															
297	47	DAAA	130.1881	84770000	3600	D	(\$63,373.31)	\$0.00	GFEBS															

Formula:

=Sum(m263,g263)

Formula:

=Sum(n263,h263)

Formula:

=Sum(p263,m263)

Formula:

=Sum(q263,n263)



Questions?



ARMY MEDICINE

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